

17TH PLENARY MEETING
19–20 NOVEMBER 2003
COLORADO SPRINGS, COLORADO
USA

IMPORTANT MEETING INFORMATION

REMEMBER TO MAKE YOUR HOTEL RESERVATIONS NO LATER THAN
15 OCTOBER 2003



Contents

General Information.....	3
Passport/Visas	4
Schematic Overview of Broadmoor and Meeting Rooms	5
Preliminary Agenda.....	6
CEOS Registration Form	7
The Broadmoor.....	8
Hotel Reservation Form	10
Travel Information	11
Accompanying Persons Registration Form	13
Submission of Documents Guidelines	14

General Information

Organizing Agency/CEOS Secretariat 2003

- ❖ **National Oceanic and Atmospheric Administration (NOAA)**
1335 East West Highway, SSMC1, Room 7311
Silver Spring, Maryland, 20910-3282, USA
Tel. + (301) 713-2024 • Fax. + (301) 713-2032
E-mail: brent.smith@noaa.gov

Venue

- ❖ **The Broadmoor**
1 Lake Avenue
Colorado Springs, Colorado 80906, USA
Tel. + (719) 634-7711 or (800) 634-7711 • Fax (719) 577-5700

Dates

- ❖ 19 November 2003 (Wednesday) — 20 November 2003 (Thursday)

Colorado Springs Meeting Schedule

	Tuesday 18-Nov-03	Wednesday 19-Nov-03	Thursday 20-Nov-03	Friday 21-Nov-03
a.m.	CEOS Sec. Mtg.	Registration 17 th CEOS Plenary	17 th CEOS Plenary	CEOS Secretariat Wrap-up Meeting
p.m.	Registration CEOS Special Event	17 th CEOS Plenary	IGOS Ad-Hoc Mtg. IGOS Sec Mtg.	
evening	Welcome Reception	CEOS Working Dinner		

Registration for CEOS Plenary

- ❖ 18 November (Tuesday): 1:30–2:30pm/Outside West Ballroom A/B
- ❖ 19 November (Wednesday): 8:00–9:15am/Rocky Mountain Foyer

Reception and Working Dinner

- ❖ A welcome reception will be held on 18 November at the Pompeiian Room of The Broadmoor, 6:30–8:30 pm.
- ❖ A reception and working dinner will be held on 19 November at the Cheyenne Lodge of The Broadmoor Hotel, 6:30–9:00 pm; buses will begin pick up at 6:00 pm from the West Lobby.

Local Organizers *all questions or concerns can be addressed to:*

Dr. Brent SMITH
Chief, International & Interagency Affairs
NOAA /NESDIS
Tel. + (301) 713-2024 • Fax + (301) 713-2032
E-mail: Brent.Smith@noaa.gov

Ms. Judith CARRODEGUAS
International Relations Specialist
IGES
Tel. + (703) 312-0823 • Fax + (703) 312-8657
E-mail: Judy_Carrodeguas@strategies.org

Passport/Visa

The U.S. State Department, working with other U.S. Government agencies, has been engaged in an extensive and ongoing review of visa issuing practices as they relate to U.S. national security. Visa applications are now subject to a greater degree of scrutiny than in the past. Applicants affected by these procedures are informed of the need for additional screening at the time they submit their applications and are being advised to expect delays. We recommend that individuals build in ample time before their planned travel date when seeking to obtain a visa.

From October 1, 2003, citizens of all countries participating in the Visa Waiver Program (VWP) (Andorra, Australia, Austria, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, the Netherlands, the United Kingdom) who wish to enter the U.S. under the Visa Waiver Program must present a machine-readable passport, issued by their respective governments. Families and groups should obtain an individual passport for each traveler, including infants. VWP nationals who do not have a machine-readable passport must obtain a U.S. non-immigrant visa: some VWP nationals are in possession of valid passports that were issued prior to the introduction of the machine-readable passports. These citizens may continue to use valid non-machine-readable passports for travel to the U.S., however, for travel as from October 1, 2003, they will be required to apply for a nonimmigrant visa prior to travel on business or tourist reasons to the United States. This requirement includes all categories of passports - regular, diplomatic, and official - when the traveler is seeking to enter the U.S. for general business or tourist (B-1/B-2 visa) purposes.

-- Travelers carrying Belgian passports must have an MRP or appropriate B visa as of May 15, 2003.

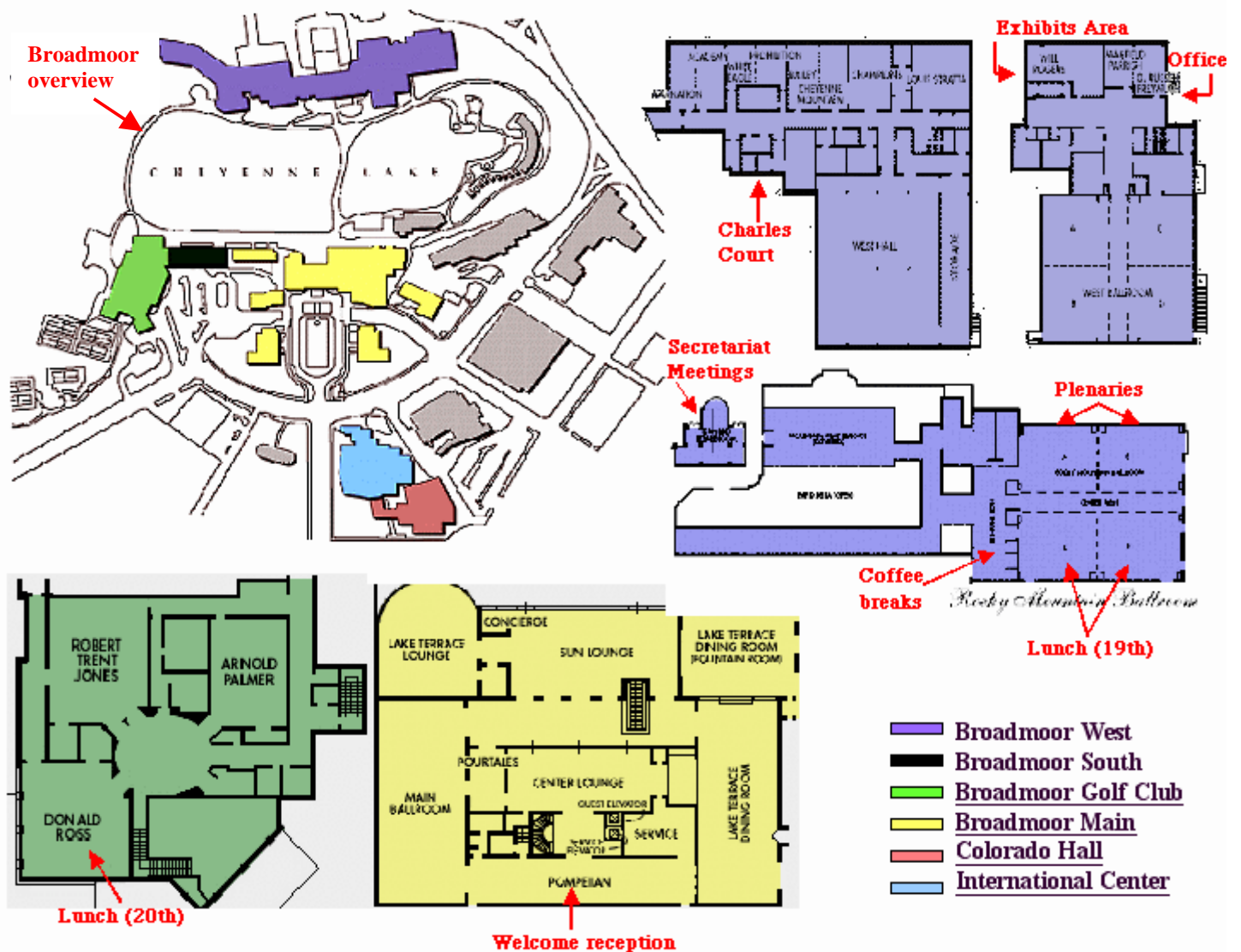
-- It has long been a requirement that countries whose nationals use the Visa Waiver Program have a machine-readable passport issuance program, but, previously, not all VWP travelers had to present a machine-readable passport. The October 1 requirement for admission simply stipulates that no one without a machine-readable passport will be able to enter under the auspices of the Visa Waiver Program.

Q. What is a machine-readable passport?

A. In accordance with international standards, a machine-readable passport has two typeface lines printed at the bottom of the biographical page which can be read by machine. When read, these lines electronically provide identical information to that contained on the biographical page. The standards regarding size of the passport and photograph, and arrangement of data fields, especially the two lines of printed machine readable data, are set by the International Civil Aviation Organization, Document 9303, Part 1 Machine Readable Passports.

We trust that affected applicants will understand that this waiting period and regulation is necessary as we strive to make every effort to ensure the safety and security of the United States for all who are here, including foreign visitors. We urge you to begin your visa process as soon as possible. If you have any questions or concerns regarding visa issues, please contact CEOSPlenary@strategies.org.

Schematic Overview of the Broadmoor and Meeting Rooms



- ❖ The above map can be found at the Broadmoor web site (www.broadmoor.com). A property map will be provided to you upon check-in at the Hotel.
- ❖ The sleeping rooms blocked for the 17th CEOS Plenary and the meeting rooms will be located in Broadmoor West. All sleeping rooms have direct Internet access.
- ❖ The Will Rogers Room will be dedicated to the Working Group exhibits. Please be sure to communicate your group's logistical needs to: Judy_Carrodegua@strategies.org no later than 26 September 2003. Times have been set aside on the agenda for Working Group demonstrations.
- ❖ The Freymuth Room will be the CEOS Support Office and will be equipped to handle your Plenary needs.

Preliminary Agenda

18 November	CEOS Secretariat Meeting (GAYLORD BOARD ROOM)	10:30 – 12:00
	Registration (OUTSIDE WEST BALLROOM A/B)	13:30 – 14:30
	CEOS Special Event (WEST BALLROOM A/B)	14:00 – 17:30
	<ul style="list-style-type: none"> Utilization Event Education and Training/WSSD Follow-on Combined Event Discussion and Way Ahead 	
	Welcome Reception (POMPEIIAN ROOM)	18:30 – 20:30
19 November	Breakfast (Rocky Mountain Foyer)	08:00 – 09:00
	17 th Plenary (ROCKY MOUNTAIN A/B)	
	Welcome / Keynotes	09:00
	Adoption of Agenda	09:45
	Record of 16 th Plenary / Status of Actions	09:50
	Chair's Report / Secretariat Report	10:00
	Membership Issues	10:20
	Break	10:25
	Utilization Team Report / Recommendations	10:45
	WSSD Follow-up Program Report/Recommendations	11:30
	—Reports of Modules and of Africa Workshops	
	LUNCH (WEST BALLROOM C/D)	12:15
	WGISS Report	14:00
	WGCalVal Report	14:30
	WGEdu Report	15:00
	Break / Working Group Demos	15:30
	G-8/Earth Observation Summit/GEO Discussion	16:00
	Adjourn	17:30
	CEOS Working Dinner, Co-Sponsored by EUMETSAT (CHEYENNE LODGE)	18:00 – 21:00
	<i>Buses depart for lodge at 18:00 pm; please be at the designated pickup location by 18:00 pm. Details will be included in your registration packet provided on-site.</i>	
20 November	Breakfast (Rocky Mountain Foyer)	07:00 – 08:00
	17 th Plenary (Rocky Mountain A/B)	
	Report on SIT Meetings and IGOS Partners Meeting/Activities/Themes	8:00
	Discussion: IGOS Relating Themes to CEOS and WGs	9:15
	2 nd GCOS Adequacy Report Update	9:45
	SBSTA/UNFCCC Update	10:00
	Break/WG Demos	10:15
	UNISPACE Follow-on Update	10:45
	CEOS-related Radio Frequency Issues	11:00
	Updates on Significant Events	11:25
	Upcoming Plenaries	11:40
	Review of Action Items	11:45
	Chair Handover & Adjourn	12:00
	LUNCH (Golf Club)	12:15
	Science on a Sphere (Rocky Mountain Ballroom C/D)	13:30 – 14:00
21 November	IGOS Partners Meeting (Gaylord Board Room)	14:00 -
	CEOS Secretariat Breakfast (Gaylord Board Room)	08:30 – 09:00
	CEOS Secretariat Meeting (Gaylord Board Room)	09:00 – 10:30



17th CEOS PLENARY
19–20 November 2003

MEETING REGISTRATION FORM

Please fax your completed form to: (703) 312-8657

Mr. _____	Mrs. _____	Ms. _____	Dr. _____
Family Name: _____			
Given Name: _____			
Address: _____ _____ _____			
Telephone: _____ (Please include country and city code/area code)			
Fax: _____ (Please include country and city code/area code)			
E-mail: _____			

I intend to participate in:	The 17 th CEOS Plenary		
My Role is:	CEOS Member <input type="checkbox"/>	CEOS Associate <input type="checkbox"/>	Other <input type="checkbox"/>
Acting as:	Principal <input type="checkbox"/>	Contact <input type="checkbox"/>	Official <input type="checkbox"/>
			Advisor <input type="checkbox"/>

Social Events	
I will participate in the Welcome/Opening reception on (Tuesday) 18 November 2003. _____	<input type="checkbox"/>
I will participate in the CEOS Working Dinner (Wednesday) 19 November 2003. _____	<input type="checkbox"/>

Presentations: <i>if you will be making a presentation, please let us know if you will need the following</i>	
LCD Projector	<input type="checkbox"/>
Other:	_____

If you have special needs/requirements that we need to be aware of, please list them below (i.e. food allergies, etc):

The Broadmoor



The organizers have a block of rooms dedicated to the attendees of CEOS' 17th Plenary Meeting at the special rate of US\$165.00 —regular rates at the Broadmoor are anywhere between US\$230.00–470.00. Born in 1891 as a gambling casino and transformed into a "grand resort" in 1918, the "Five-Star" Broadmoor continues to shine brightly as one of the world's premier resorts.

James Pourtales, a Prussian count who had settled in Colorado Springs in 1884, formed The Broadmoor Land and Investment Company and purchased 2,400 acres for development in 1890. On July 1, 1891, he opened The Broadmoor Casino,

and a few years later a small hotel was constructed.

In 1897 the casino and hotel were purchased by the Winfield Scott Stratton Estate. They were leased and first used for many local events and then converted into a boarding house and day school for girls.

On May 9, 1916, Spencer Penrose, an entrepreneur from Philadelphia, and his wife Julie purchased the 40-acre site of The Broadmoor Casino and Hotel and an adjoining 400 acres. With an objective of creating the most beautiful resort in the world, Penrose and his design team imported artisans who crafted elaborate interior and exterior details fashioned after the opulence and elegance that the Penroses had experienced in Europe and the Orient. On June 29, 1918, The Broadmoor officially opened with four wings and a striking pink stucco facade and an 18-hole golf course designed by master golf-course architect Donald Ross.



Penrose charged his employees to provide a level of service and overall excellence previously unattainable in the United States. Louis Stratta of Italy was hired as the executive chef to create the finest cuisine "to be had at any hotel." Comprehensive training was provided for all employees to enable meticulous service and employee loyalty. Longevity of service in the resort's 80+ years of history attests to the "quality of life" for employees as well as guests.

Under Penrose, The Broadmoor gained a reputation as one of the finest resorts of its time, attracting "captains of industry" and dignitaries from around the world. The Broadmoor was known as the "European alternative," and many visitors came for the clean mountain air, said to relieve symptoms of tuberculosis and other bronchial maladies.

Over the years The Broadmoor's facilities have been expanded with additional meeting rooms and guestrooms. A second golf course, designed by Robert Trent Jones, was opened in 1965, and a third course designed by Ed Seay and Arnold Palmer was added in 1976. In 1994, The Broadmoor opened The

Broadmoor Spa, Golf and Tennis Club. This facility features a full-service, world-class spa; a state-of-the-art fitness center with indoor and outdoor pools; a golf clubhouse; restaurants and lounges; and golf and tennis pro shops.



Known as the "grande dame of the Rockies," The Broadmoor has been the vacation destination of hundreds of presidents, statesmen, foreign potentates and celebrities. It has been providing visitors with the perfect spot to work, relax, or enjoy a myriad of recreational possibilities for over 80 years, providing an environment of unparalleled beauty and luxury surrounded by the mountains and centered by Cheyenne Lake.

Transportation (*with advance reservations*)

Office Hours: 5am -- 11pm Daily
Telephone: Toll-free (888) 577-5769
Local (719) 577-5769
E-mail: Broadmoor@RamblinExpress.com



From Colorado Springs Airport -- Upon arrival, check in to The Broadmoor Welcome Desk, conveniently located in the baggage claim area.

- * Shuttle Service -- \$18 (plus tolls and gratuity)
- * Minibuses & Motorcoaches – call above numbers



DIA -- Denver International Airport

- * Minibuses & Motorcoaches – call above numbers

Dollar Rent-A-Car has a branch in the lobby of the South tower at The Broadmoor. Call (719) 471-6300 to make a reservation.

PLEASE REQUEST A DROP OFF AT THE *BROADMOOR WEST ENTRANCE*

HOTEL RESERVATION FORM

FAX TO: Attn: Reservations 719-577-5738 **DUE NO LATER THAN 15 OCTOBER 2003**

MAIL TO: The BROADMOOR Hotel
Attn: Reservations Department
PO Box 1439
Colorado Springs, CO 80901-1439
Group Rates available 17 November 2003 – 21 November 2003

Institute for Global and Environmental Strategies RES ID: PLENARY

The hotel requires that a deposit equal to one night's room rate will be required at the time the reservation is made. In the event that notification of cancellation or changes in confirmed arrival/departure dates is not received seven days prior to the date of arrival, this deposit will be retained by the Hotel. If you wish to charge your deposit to your credit card, please indicate below your card number, expiration date and signature. An immediate charge will be placed on your card.

It is hotel policy that a daily incidental services fee of \$14.00 per room single occupancy or double occupancy, and \$2.50 for each additional person, will be added to your account, which includes the following: unlimited Health Club access (including Aerobic Classes), local phone calls, daily newspaper, long distance access charges/800 access charges, incoming faxes, maid's gratuities, and in-room coffee service.

Please reserve the following guest room(s) for (list last name in capital letters):

Name _____

Address _____

City _____ State _____ Postal Code _____ Country _____

Telephone No. (please include country and city code) _____

E-mail address: _____

Arrival Date _____ Departure Date _____

Credit Card # _____

_____ Visa _____ M/C _____ AmEx _____ Diners Club _____ Carte Blanche _____ Discover

Expiration _____ Authorized _____

Date _____ Signature _____

Run of House Rate, \$165.00, Single or Double Occupancy

NONSMOKING _____ SMOKING _____ KING _____ 2 DOUBLES _____
(Subject to Availability)

All rates are based on single or double occupancy and are subject to applicable state and city taxes = European Plan Rate

We will make every attempt to honor your request, however, if your first choice is unavailable, we will accommodate you in as similar a room as possible. For additional Suite requirements and information, please call 1-800-634-7711. Reservations will be filled in the order they are received and are subject to availability.

Travel Information

Colorado Springs



This popular and pretty resort town at the base of Pikes Peak is where Katherine Bates was inspired to write "America the Beautiful" in 1893; she was overwhelmed by the sights of vast, open skies, planted fields, and the majestic Rocky Mountains. Elevation: 6012 feet; population: 360,890

The largest attraction in the area is 14,110-ft/4,300-m Pikes Peak (which lies west of Colorado Springs), named for the man who discovered it in 1806, Zebulon Pike. It's one of America's most visited mountains, partly because

there are several ways to visit it. You can hike 12-mi/20 km up the Barr Trail to the summit, ride on the Pikes Peak Cog Railway or drive the 20-mi/30-km scenic highway and enjoy the spectacular view from the Summit House. For a real thrill, descend the mountain on a bicycle along the Pikes Peak Highway.

Near Pikes Peak, in the Manitou Springs area, are several other attractions such as: the Garden of the Gods (made up of unusual red sandstone rocks that have been tilted and sculpted into fascinating shapes); the Cave of the Winds (an underground cavern in the tradition of the classic cave tours); and the Miramont Castle (a large and odd mansion constructed of stone and clapboard built in the late 1800s). The Air Force Academy has an appealing mountain setting north of the city (the soaring triangular arches of the campus chapel are a space-age tribute to the majesty of the Rockies). The U.S. Olympic Training Center includes 20 sports complexes where prospective Olympic champions train. Tours of the facilities are available. Colorado Springs is also home to a couple of other sports-related attractions: The ProRodeo Hall of Fame and the World Figure Skating Museum Hall of Fame.

Golfing, hot air ballooning and rock climbing are big in the Colorado Springs area. Hot spots for rock climbing include the Garden of the Gods, the limestone crags on the West Side of Pikes Peak and the granite formations at nearby Turkey Rocks. *Colorado Springs is 70-mi/115 km south of Denver.* While here, plan to make the most of what Colorado Springs and the surrounding area has to offer.

Weather

Colorado Springs' pleasant climate is a key element in the area's high quality of life. Weather in the Pikes Peak region is surprisingly mild; uncomfortable extremes are rare. Despite a moderately high-altitude location near the Rocky Mountains, Colorado Springs on average gets less snow than Denver, Salt Lake City or Minneapolis. The mountains capture most of the precipitation from east-moving systems, giving the Pikes Peak region dry and sunny weather during most of the year.

At an elevation of 6,035 feet, residents enjoy a number of climatic advantages. During the summer months the days may be seasonally warm but when the sun sets, the evening and nights are refreshingly cool. Few homes need central air conditioning. Long and lingering Indian Autumns are common, while spring is a mild precursor to summer.

Colorado Springs' meteorological classification is an alpine desert with about 250 days of sunshine and only 15 to 16 inches of precipitation per year. Humidity remains comfortably low.

While snow is not uncommon, snowfalls do not remain on the ground long. Sunny days are abundant during the winter and the sun's intensity at this elevation quickly melts snow from streets and sidewalks. Warm Chinook winds also help moderate the winter climate. These northwesterly winds can cause rapid increases in temperatures, reminding residents that the Indian meaning of Chinook is snoweater. Mild, sunny weather in the middle of the winter is typical, allowing residents to golf, bike, hike, play tennis and enjoy all types of outdoor activities in the sunshine.

An additional advantage of Colorado Springs' climate is the relief it offers persons who suffer from allergies and asthma. In decades past, the area was promoted as a health resort where people could go for relief of respiratory ailments.

Average high/low temperatures in November are 52F/11C and 25F/-3C. However, for up-to-date information on the local weather conditions in Colorado Springs, please visit www.weather.com.

Currency Exchange

The local currency is the US Dollar. For a look at how this translates into your own currency, please visit: www.x-rates.com or www.uta.fi/~ktmatu/rate-converter.html.

**17TH CEOS PLENARY
19–20 November 2003**

**ACCOMPANYING PERSON(S)
REGISTRATION FORM
DUE 20 OCTOBER 2003**

Please fill out the form below for all accompanying persons (i.e. spouse) and fax back **no later than 17 October 2003**, to: +1-703-312-8657

Mr. _____	Mrs. _____	Ms. _____	Dr. _____
Family Name: _____			
Given Name: _____			
Name of Person you are accompanying: _____			

Social Events

I will attend the Welcome/Opening reception on 19 November 2003. _____ ☐

I will attend the CEOS Working Dinner on 20 November 2003. _____ ☐

If you have special needs/requirements that we need to be aware of, please list them below:

**PLEASE FAX BACK TO:
+1-703-312-8657**

SUBMISSION OF DOCUMENTS GUIDELINES

1. Document Submission

In order for the 17th Plenary to be effective, sufficient time must be provided to the participants so that they may review the meeting papers in advance. With this goal in mind, Members, Associates, Working Group and Team Chairs are invited to submit documents for the meeting with a **deadline of 15 October 2003**.

To make the best use of our limited time, and to allow participants to refer to materials efficiently, a one-page summary should be added by the contributor to the front of each document being submitted. This one-page summary should indicate the contents of the document and the proposed action at the meeting. An example is highlighted on the following page.

All documents will be posted on the CEOS web site, available to all participants. An e-mail notice will be sent to all individuals when the materials are ready for your review.

Please send all your materials to CEOSPlenary@strategies.org by the above-mentioned deadline.

2. Guidelines

To help focus the meeting discussions, please observe the following guidelines for document submission:

Documents requiring a decision at the meeting

(a) Please indicate in the document what type of action is expected from the Plenary, such as:

- (i) comments and advice;
- (ii) general endorsement;
- (iii) decision on a specific Action, etc.

(b) If the purpose of the document is to invite a decision to be made by the meeting, it should include a draft of the proposed Action, or possible options for decision.

Documents aimed at providing information

To make the presentations focused and effective, documents of this nature should indicate clearly the reasons why this should be brought to the attention of the Plenary (e.g. a short report of the Member's or Associate's Earth observation activities for the preceding year.) Materials submitted to the meeting should be of direct relevance to the Plenary and not of a purely general nature. Also, please avoid repeating presentations that have already been made at previous meetings.

EXAMPLE OF FRONT PAGE SUMMARY

Committee on Earth Observation Satellites	Name of Person submitting paper
17 th Plenary Meeting	Title/Organization
Colorado Springs, Colorado	CEOS/17/
Agenda	Doc. No.
Date Submitted	Item on

TITLE OF YOUR DOCUMENT

SUMMARY AND PURPOSE

State briefly the purpose of the document and briefly summarize its comments.

ACTION PROPOSED, *IF ANY*

The 17th Plenary participants are invited to:

- (a) Note the information contained in the following documents:
 - (i) list here any supporting materials having to do this with paper/action

OR

- (b) provide comments and advice

OR.

- (c) decide the best option to pursue from those outlined in the document

Please choose one of these options on what you would like the 17th Plenary participants to do regarding your document.